



**Indiana Pro Bono Commission**  
230 East Ohio Street, 4<sup>th</sup> Floor  
Indianapolis, IN 46204

**Indiana Bar Foundation**  
230 East Ohio Street, Suite 110  
Indianapolis, IN 46204

**COMBINED 2002 DISTRICT REPORT, 2004 PRO BONO GRANT  
APPLICATION, AND 2004 PLAN**

**Pro Bono District** 13

**Applicant:** Volunteer Lawyer Program of Southwestern Indiana Inc

**Mailing Address:** 123 NW 4<sup>th</sup> Street, Suite 303

**City:** Evansville , IN 47708

**Phone:** 812/434-4886 **Fax:** 812/434-4889

**E-mail address:** attykay@courtbuilding.com **Web site address:** \_\_\_\_\_

**Judicial Appointee:** Honorable J. Douglas Knight, Vanderburgh Superior Court;  
Honorable W. Timothy Crowley, Knox County Superior Court 1

**Plan Administrator:** Kay L. Pechin

**Names of Counties served:** Daviess, Dubois, Gibson, Knox, Martin, Perry, Pike,  
Posey, Spencer, Vanderburgh & Warrick

**Amount of grant received for 2002:** \$75,000

**\* Amount of grant unused from 2002 and previous years:** \$14103 ('01) &  
\$2200('02)\*\*

**\* Amount of grant unused but committed to expenses in 2003:** \$16,303

**Amount of grant received for 2003:** \$61,800

**Amount requested for 2004:** \$140,558

**\* Please submit request for approval to the Indiana Bar Foundation.**

**\*\* Unused grant funds for 2001 were authorized by IBF/IPBC to be used for Con-  
tingency fund for 2003 Budget.**

<b>PRO BONO DISTRICT NUMBER 13 LETTER OF REPRESENTATION</b>
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**The following representations**, made to the best of our knowledge and belief, are being provided to the Indiana Pro Bono Commission and Indiana Bar Foundation in anticipation of their review and evaluation of our funding request and our commitment and value to our Pro Bono District.

**Operation under Rule 6.5**

In submitting this application for funding, this district is representing itself as having a Pro Bono Plan, which is pursuant to Rule 6.5 of the Indiana Rules of Professional Conduct. The plan enables attorneys in our district to discharge their professional responsibilities to provide civil legal pro bono services; improves the overall delivery of civil legal services to persons of limited means by facilitating the integration and coordination of services provided by pro bono organizations and other legal assistance organizations in our district; and ensures access to high quality and timely pro bono civil legal services for persons of limited means by (1) fostering the development of new civil legal pro bono programs where needed and (2) supporting and improving the quality of existing civil legal pro bono programs. The plan also fosters the growth of a public service culture within the our district which values civil legal pro bono publico service and promotes the ongoing development of financial and other resources for civil legal pro bono organizations.

We have adhered to Rule 6.5 (f) by having a district pro bono committee composed of:

- A. the judge designated by the Supreme Court to preside;
- B. to the extent feasible, one or more representatives from each voluntary bar association in the district, one representative from each pro bono and legal assistance provider in the district, and one representative from each law school in the district; and
- C. at least two (2) community-at-large representatives, one of whom shall be a present or past recipient of pro bono publico legal services.

We have determined the governance of our district pro bono committee as well as the terms of service of our members. Replacement and succession members are appointed by the judge designated by the Supreme Court.

Pursuant to Rule 6.5 (g) to ensure an active and effective district pro bono program, we:

- A. prepare in written form, on an annual basis, a district pro bono plan, including any county sub-plans if appropriate, after evaluating the needs of the district and making a determination of presently available pro bono services;
- B. select and employ a plan administrator to provide the necessary coordination and administrative support for the district pro bono committee;
- C. implement the district pro bono plan and monitor its results;
- D. submit an annual report to the Commission; and
- E. forward to the Pro Bono Commission for review and consideration any requests which were presented as formal proposals to be included in the district plan but

were rejected by the district committee, provided the group asks for review by the Pro Bono Commission.

### **Commitment to Pro Bono Program Excellence**

We also understand that ultimately the measure of success for a civil legal services program, whether a staffed or volunteer attorney program, is the outcomes achieved for clients, and the relationship of these outcomes to clients' most critical legal needs. We agree to strive for the following hallmarks which are characteristics enhancing a pro bono program's ability to succeed in providing effective services addressing clients' critical needs.

**1. Participation by the local bar associations.** The associations believe the program is necessary and beneficial.

**2. Centrality of client needs.** The mission of the program is to provide high quality free civil legal services to low-income persons through volunteer attorneys. Client needs drive the program, balanced by the nature and quantity of resources available. The staff and volunteers are respectful of clients and sensitive to their needs.

**3. Program priorities.** The program engages in a priority-setting process, which determines what types of problems the program will address. Resources are allocated to matters of greatest impact on the client and are susceptible to civil legal resolution. The program calls on civil legal services and other programs serving low-income people to assist in this process.

**4. Direct representation component.** The core of the program is direct representation in which volunteer attorneys engage in advocacy on behalf of low-income persons. Adjunct programs such as advice clinics, pro se clinics and paralegal assistance are dictated by client needs and support the core program.

**5. Coordination with state and local civil legal service programs and bar associations.** The programs work cooperatively with the local funded civil legal services programs. The partnerships between the civil legal services programs and the local bar association results in a variety of benefits including sharing of expertise, coordination of services, and creative solutions to problems faced by the client community.

**6. Accountability.** The program has mechanisms for evaluating the quality of service it provides. It expects and obtains reporting from participating attorneys concerning the progress/outcome of referred cases. It has the capability to demonstrate compliance with requirements imposed by its funding source(s), and it has a grievance procedure for the internal resolution of disputes between attorneys and clients.

**7. Continuity.** The program has a form of governance, which ensures the program will survive changes in bar leadership, and has operational guidelines, which enable the program to survive a change in staff.

**8. Cost-effectiveness.** The program maximizes the level of high quality civil legal services it provides in relationship to the total amount of funding received.

**9. Minimization of barriers.** The program addresses in a deliberate manner linguistic, sensory, physical and cultural barriers to clients' ability to receive services from the program. The program does not create undue administrative barriers to client access.

**10. Understanding of ethical considerations.** The program operates in a way which is consistent with the Rules of Professional Conduct; client confidentiality is assured and conflicts of interest are avoided.

**11. ABA Standards.** The program is designed to be as consistent with the ABA Standards for Programs Providing Civil Pro Bono Legal Services to Persons of Limited Means as possible.

No events, shortages or irregularities have occurred and no facts have been discovered which would make the financial statements provided to you materially inaccurate or misleading. To our knowledge there is nothing reflecting unfavorably upon the honesty or integrity of members of our organization. We have accounted for all known or anticipated operating revenue and expense in preparing our funding request.

We agree to provide human-interest stories promoting Pro Bono activities in a timely manner upon request of the Indiana Bar Foundation or Indiana Pro Bono Commission. We further agree to make ourselves available to meet with the Pro Bono Commission and/or the Indiana Bar Foundation to answer any questions or provide any material requested which serves as verification/source documentation for the submitted information.

**Explanation of items stricken from the above Letter of Representation:**

**It is understood that this Letter does not replace the Grant Agreement or other documents required by the Indiana Bar Foundation or Indiana Pro Bono Commission.**

**Signatures:**

\_\_\_\_\_  
**Judicial Appointee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Plan Administrator Signature**

\_\_\_\_\_  
**Date**

## 2002 REPORT AND 2004 PLAN SUMMARIES

**1. In 125 words or less, please write a brief summary of your District's 2002 progress suitable for use in press releases.**

The District 13 Pro Bono Committee designed a plan to promote, coordinate and facilitate pro bono efforts to supplement existing programs in addressing the demand for civil legal services for the poor. The Volunteer Lawyer Program of Southwestern Indiana, Inc. (VLP), was formed as an independent nonprofit corporation in December 2000. The VLP has

- Recruited over 250 volunteer attorneys to provide free legal services (pro bono) to low-income citizens in Southwestern Indiana.
- Developed an application and screening process in conjunction with Indiana Legal Services and the Legal Aid Society of Evansville, to allow the VLP to supplement these agencies in their service to the low-income client.
- Screened 388 applicants and provided 195 clients with free legal services between January 1 and December 31, 2002.

While statistics show that the Volunteer Lawyer Program of Southwestern Indiana, Inc., is indeed growing to be a presence in the community and serve a vital function, statistics do not capture the true picture of change occurring in District 13. Emerging in District 13 is a discernible "atmosphere of pro bono" due to the achievements of the VLP volunteers and leadership.

**2. In 125 words or less, please write a brief summary of the 2004 grant request suitable for use in press releases related to any grant award. Suggested areas to cover are: needs to be addressed, methods, target audience, and anticipated outcomes.**

The overall goals of District 13's plans for 2004 remain as before – expanding access to the judicial system for low income individuals and families by increasing pro bono activity and creating an atmosphere of pro bono. The District's focus will be the development and operation of the Volunteer Lawyer Program of Southwestern Indiana, Inc. In turn, the VLP will continue its mission under PRC 6.5 to pursue program excellence in serving our community. In order to meet its goals, the VLP Board plans to pursue the objectives outlined below.

- The VLP will continue to recruit pro bono attorneys through direct contact, promotional materials, CLE programs and bar association partnerships.
- The VLP will recognize outstanding work being done by pro bono attorneys in District 13.
- The VLP will partner with the Evansville Bar Association to offer Talk to a Lawyer.
- Pro se assistance programs will be expanded and developed.
- Community outreach and education opportunities will be developed in 2004 with volunteer attorneys and paralegals providing training and information on specific areas of law for low income communities and programs targeted for low income people.

## 2002 REPORT

**In the next two pages, describe your District's 2002 achievements and activities in relation to the plan approved for 2002 funding. It is permissible to include a relevant number of appendices to further describe 2002 achievements. Please number and reference the appendices.**

District 13 has six full-time civil legal aid attorneys, only three of whom serve counties outside Vanderburgh. District-wide, the Volunteer Lawyer Program's efforts have increased the number of lawyers from six to over two hundred and fifty attorneys serving the low income population, a dramatic increase. Attorneys in District 13 reported over 1433 hours of pro bono service during 2002, a value of over \$214,989 (based on an average billable hour of \$150.00).

The Volunteer Lawyer Program of Southwestern Indiana, Inc. (VLP), began to emerge in District 13 in 2002, and to become known by the public and the legal community. The time spent during 2001 building collaborations, designing methods and case management tools helped the VLP to establish a firm foundation for program operation. In 2002, the VLP began to make progress toward goals and objectives. During 2002, the specific goals of the VLP included the following: 1) Increase pro bono activity to supplement current services and alleviate the limited access of the poor to civil legal services; 2) Cultivate an atmosphere of pro bono in the legal community of District 13; 3) Develop pro bono alternative dispute resolution opportunities for the poor; 4) Increase pro se assistance for the poor; 5) Maintain a litigation fund for pro bono attorneys; and 6) Hire a full-time Plan Administrator for the VLP. The VLP can report progress toward each goal in 2002.

1. The single most important achievement of the VLP is that 195 low income individuals or families had access to volunteer attorneys through VLP referrals in 2002. The VLP screened 388 applications for services from January to December 2002. Volunteer attorneys accepted 195 pro bono referrals from the VLP in 2002. Compared to 2001, five times the number of low income families and individuals had access to civil legal services through VLP referrals to pro bono attorneys in 2002. The number of pro bono hours donated by attorneys in 2002 is outstanding (552 pro bono hours). An additional 42 applicants were given advice or brief service assistance by the program.
2. More than 277 attorneys and judges have volunteered to become involved with pro bono activities through the VLP. Recruitment efforts increased through bar association meetings, direct contact with attorneys and promotional materials. The VLP campaigned to inform attorneys about support the VLP provides to volunteer attorneys such as the availability of litigation funds, malpractice insurance, mentoring, training, forms and other services.
3. The VLP held its first attorney recognition event in October 2002, with special guest Chief Justice Randall T. Shepard. Over 125 people attended the luncheon which garnered favorable media attention. The VLP honored volunteer county managers, outstanding pro bono attorneys, law firms and community partners. Additionally, District 13 attorneys were honored for their pro bono work by the Indiana Bar Foundation at the October 2002 Conference in French Lick.
4. The VLP sponsored three CLE programs at little or no cost to attorneys, including the Divorce 101 series and Indiana Protection Orders. Through CLE programs, the VLP recruited volunteer attorneys. CLE presenters were all volunteer attorneys or judges.

## 2002 REPORT, CONTINUED

5. Alternative Dispute Resolution is an area in need of cultivation. In 2002, the VLP developed a panel of 10 attorneys who will mediate on a pro bono basis. Planning began to coordinate pro bono mediation for low income pro se litigants in Vanderburgh County.
6. The VLP began to formulate pro se assistance projects in 2002. Pro se forms from the Indiana Supreme Court Self-Service Legal Center are available to eligible applicants. Also, the VLP began to develop legal information projects. Approximately 20 people were assisted through pro se assistance on site in Perry County and Dubois County. Also, the VLP and the Evansville Bar Association began collaborating to develop a district-wide ask a lawyer program, launched in 2003.
7. In collaboration with the Evansville Bar Association, the VLP promoted the fund in the monthly Summation (newsletter). The litigation expense fund is available to all attorneys for VLP referred cases.
8. The VLP's plan for 2002 included hiring a full-time plan administrator for the program. At their November 2002 meeting, the VLP Board of Directors decided to raise sufficient funds in 2003 in order to hire the Plan Administrator full time. During November and December 2002, the Executive Committee of the VLP put together a team of volunteer fund raisers.
9. Promotional materials were developed by the VLP's Public Relations Committee. The services of a graphic designer were donated in order to produce the original brochure for the general public. Also produced were tear-off posters for the general public, brochure for attorney recruitment and other items such as stationary. Financial support was provided by the Indiana Bar Foundation.
10. Peoples Trust and Savings Bank (Boonville) lead the state (and nation) in IOLTA rates by offering an astounding 5% interest on attorney trust accounts.
11. Community outreach has been a major concern. The VLP has worked hard to reach a variety of low income communities in District 13. Examples include the following: offering pro se assistance and legal information to Crisis Connection, Inc., Albion Fellows Bacon Center, YWCA Domestic Violence Shelter and SWIRCA. As mentioned above, pro se assistance was extended to communities in Perry, Dubois and Spencer and Vanderburgh Counties.

While statistics show that the Volunteer Lawyer Program of Southwestern Indiana, Inc., is indeed growing to be a presence in the community and serves a vital function, statistics do not capture the true picture of change occurring in District 13. Emerging in District 13 is a discernible "atmosphere of pro bono" due to the achievements of the VLP volunteers and leaders. Grateful and appreciative clients repeatedly report that their pro bono attorneys do excellent work and treat them with respect. Numbers don't show the attorney who immediately prepared a will for the domestic violence victim who was afraid she might die in childbirth. Statistics can't describe the gratitude of the client whose pro bono attorney helped her to win a \$300 judgment against a major corporation for damage to her car. The seventy-two year old Social Security recipient living on \$550 per month whose pro bono attorney kept over eager debt collectors at bay is not revealed by statistics. A pro bono attorney, who took on an exceptionally challenging divorce/custody battle, captured the change when he said "this is what the VLP and pro bono can do – unlock the courthouse doors for the poor."

## **2002 VOLUNTEER LAWYER ACTIVITY**

<b>Legal Service Provider Agency or Organization (Include Bar Associations)</b>	<b>Number of Participating Volunteer Lawyers</b>	<b>Number of Volunteer Lawyer Hours Reported on Cases Closed in 2002</b>	<b>Number of Open Volunteer Lawyer Cases</b>	<b>Number of Low-income Citizens Receiving Limited Legal Information from Volunteer Lawyers*</b>
Volunteer Lawyer Program of Southwestern Indiana Inc	136**	552.51	195***	42
Evansville Bar Association Domestic Violence Shelter Assistance Program	60			60
Evansville Bar Association Guardianship Pro Bono Program	15	150****	15	

\*This category includes Volunteer Lawyer public outreach to low income citizens for a one-time, limited contact such as call-in or walk-in information services, pro-se clinics and panel presentations. Please put in parentheses the number of citizens whose income was not determined.

### Definitions:

Case: A legal matter referred to a pro bono attorney volunteer

Participating Volunteer Lawyer: An attorney who has rendered pro bono service to at least one low-income client during the year or accepted a pro bono referral from the identified program.

\*\* This number represents only the number of attorneys who accepted a pro bono case, as defined above, from the Volunteer Lawyer Program during Calendar Year 2002.

\*\*\* This number includes 13 applications accepted in 2001 that were open and/or assigned to pro bono attorneys in 2002.

\*\*\*\* A ten hour minimum estimate has been used to determine the number of pro bono hours for attorneys on guardianship cases. The actual number is not tracked.



## 2002 VOLUNTEER LAWYER ACTIVITY, CONTINUED \*

Please list any volunteer lawyer activity category utilized by the organization receiving Pro Bono funding which was not included in the previous table. Include the definition and 2002 statistics for the category.

1. Over 277 attorneys have volunteered with the VLP, some of whom have not yet received a referral in her/his area of practice.
2. Attorneys volunteered to fund raise for the VLP.
3. Self-directed pro bono activity: In addition to monitoring VLP applications and case referrals, the VLP tracks self-directed pro bono activity in District 13. The VLP periodically distributes Self-Directed Pro Bono Forms to attorneys and collects the information submitted. Twenty-six attorneys reported a total of 880.75 hours of pro bono work independent of the VLP during 2002.
4. Judicial officer involvement: Judicial appointees serve on the VLP Board of Directors and are officers of the not-for-profit corporation. Judges in District 13 assist the VLP to disseminate information and recruit attorneys to volunteer.
5. County Manager and Board member activity: Ten attorneys volunteered to serve as County Managers in District 13. County Managers and Board members also attend quarterly Board of Director meetings.
6. CLE presenters: six attorneys and two judges volunteered to be presenters for VLP CLE programs in 2002. Additional attorneys have offered to be presenters.
7. Ten attorneys have volunteered for the Mediation Panel.
8. There are 72 members of the Evansville Bar Association Probate Section all of whom have volunteered to accept pro bono guardianship referrals for eligible applicants.
9. Sixteen attorneys and two paralegals attended a six-hour CLE presentation on December 27, 2002, in preparation for Talk to a Lawyer (January 20, 2003).
10. A judge in Perry County initiated and established a pro se information library at the courthouse. The judge invited District 13's Plan Administrator to be available on a quarterly basis for legal information in conjunction with the pro se information library.

In order to make reporting more consistent and concise in the future, please list the various categories used by legal service providers in your district for recording volunteer lawyer activity. Define each category. (If more than one agency or organization has the same category and definition, please list it once, indicating the number of organizations using the category.)

Indiana Legal Services and Legal Aid Society refer applicants to the VLP for volunteer attorney referral.

## 2002 VOLUNTEER LAWYER ACTIVITY BY TYPE OF CASE

Number Of Lawyers Participating In Pro Se Clinics, Call-In Services And Other Limited Informational Activities in 2002: 61.

Type Of Case (Primary Issue)	Total Of All District Legal Service Pro- vider Active Cases Assigned To And Accepted By A Volunteer Lawyer.
Consumer/Finance	10
Education	0
Employment	4
Family	132
Guardianship	20
Juvenile	0
Health	0
Housing	12
Immigration/Naturalization	0
Income Maintenance	5
Individual Rights	0
Mediation	0
Wills & Estates	11
Other (specify) Driver's License	1
Total Number of Cases	195

## 2004 PLAN AND REQUEST

**In the following two pages, describe items or activities planned for 2004 for which funding is requested.**

**If a special event, such as a pro se clinic, volunteer banquet, or Continuing Legal Education seminar is planned, please include the total projected cost of the event in parenthesis at the end of the descriptive paragraph.**

The overall goals of District 13's plans for 2004 remain as before – expanding access to the judicial system for low income individuals and families by increasing pro bono activity and creating an atmosphere of pro bono. The District's focus to fulfill these goals will be the development and operation of the Volunteer Lawyer Program of Southwestern Indiana, Inc. In turn, the VLP will continue its mission under PRC 6.5 and commits to the pursuit of program excellence in serving our community. In order to meet its goals, the VLP Board plans to pursue the objectives outlined below.

1. The demand for civil legal services for low income individuals and families continues to overwhelm traditional legal service providers in District 13. In fact, resources for these programs are either more restrictive or stagnant. Increasing pro bono activity will alleviate some of the need for civil legal services for the poor. The VLP will continue to recruit pro bono attorneys through direct contact, promotional materials, CLE programs and bar association partnerships. Expected costs will include promotional materials (\$500), postage and mileage.
2. The VLP plans to continue to collaborate with the Evansville Bar Association to host a pro bono recognition luncheon scheduled for October 2004. Pro bono awards will be presented. The VLP will pay a portion of the expense for the luncheon, the cost of the awards and promotional items in the approximate amount of \$2,500. (\$2,500)
3. Talk to a Lawyer is an on-going public service with volunteer attorneys staffing phone lines to provide legal information. The VLP will continue to partner in 2004 with the Evansville Bar Association in 2004 to offer Talk to a Lawyer, provided public demand continues. Expenses include toll-free phone lines, promotional materials, staff time, and miscellaneous supplies. The bulk of expense lies in training materials for attorneys. As in 2003, the VLP will share Talk to a Lawyer expenses with the Evansville Bar Association. Budget for 2004 - \$3500. (\$3,500)
4. Emphasis will be given in 2004 to recruiting and developing creative volunteer opportunities for attorneys, paralegals and other professionals. For instance, the VLP would like to recruit attorneys and paralegals to help legal service providers with screening and applications. Another opportunity would be to create a mediation program for low income pro se litigants in family law cases. In this case, the initial project would begin in Vanderburgh County. The budget for mediation program includes a portion of the Plan Administrator's time to oversee operations and miscellaneous supplies.

## 2004 PLAN AND REQUEST, CONTINUED

5. As noted above, the demand for civil legal services is overwhelming. Pro se assistance programs will be investigated. One area of need is pro se protection orders. Funding allowing, the Protection Order Project would begin in Vanderburgh County and be staffed by volunteer attorneys in 2004. Training will be provided by attorneys and domestic violence advocates. With the assistance of the Vanderburgh County Law Library, space would be available for four hours one day per week. Volunteer attorneys and paralegals will meet with pro se petitioners to help them complete the complicated forms and understand the process. A laptop computer, portable printer, training materials and miscellaneous supplies will need to be purchased. Budget - \$16,400 (includes a portion of the Plan Administrator's salary, portable computer equipment, recruitment and marketing materials). Though initially designed to be a limited program, the program may be expanded depending on demand, volunteer availability and space. Additional pro se services will be developed from the experience of this program. (\$16,400)
6. Community outreach and education opportunities may be expanded in 2004. Volunteer attorneys and paralegals will be asked to present on specific areas of law for low income communities and programs. The VLP will collaborate with bar associations and sections in order to develop a panel of community outreach volunteers. Also, opportunities will be explored for collaboration with bar associations and community programs to provide on-site limited legal services. Outreach will continue toward the growing diverse populations of Southwestern Indiana.
7. Support services will be continued for volunteers. Services include primary malpractice insurance for pro bono cases, mentoring, training, reimbursement for expenses, staff availability for information, assistance and partnering.
8. A current needs study should be undertaken in order to focus resources on areas of greatest need and to refine priorities. The VLP will develop surveys designed to identify the unmet civil legal needs and priority issues for the low income population of District 13. The Plan Administrator will coordinate the study process, compile and interpret the results. Once the process is complete, the Plan Administrator will propose programs and services based on survey results.
9. By corporate resolution, the VLP is required to undergo a self-initiated, independent audit. The audit will be conducted in 2004 to review a three-year period. Request for Proposals will be solicited in late 2003 in order to select an audit company. Based on best estimates, the cost is expected to be at least \$4,500. (\$4,500)
10. Fundraising will continue for the VLP. Funds will be raised through a silent auction (in connection with Evansville Bar Association Law Day activities in 2004) and private foundation grants. Also, a dues check off and other options will be investigated. Southwestern Indiana volunteers will continue to push for increased IOLTA interest rates and participation.

## 2004 PRO BONO DISTRICT ACTIVITIES

Please check the activities, which your district organization will provide during 2004 to support the pro bono efforts of the attorneys in your district. If the activity is provided by another organization in your district, please put a plus sign (+) in the blank following the activity.

- ☐ ☐ Providing intake and screening of prospective clients ☒ +  
Indiana Legal Services and Legal Aid Society provide 95% of initial intake and screening. The VLP screens every case referred for eligibility.
- ☐ ☐ Providing referral of prospective clients ☐ + The Evansville Bar Association provides referrals for two guideline restricted programs.
- ☐ ☐ Matching cases with individual attorney experience ☐
- ☐ ☐ Establishing and/or maintaining specialized panels of volunteer lawyers based on area of practice emphasis ☐
- ☐ ☐ Providing resources for litigation and out-of-pocket expenses ☐
- ☐ ☐ Providing legal education and training for pro bono attorneys in areas of practice emphasis useful in providing pro bono civil legal service ☐ + (in partnership with the Evansville Bar Association, Indiana Legal Services & Legal Aid Society)
- ☐ ☐ Providing the availability of consultation with attorneys whose practice concentration is in an area of law about which a volunteer lawyer is providing pro bono civil legal service (mentoring)  
☐
- ☐ ☐ Providing malpractice insurance for volunteer pro bono lawyers ☐
- ☐ ☐ Establishing and/or maintaining procedures to ensure adequate monitoring and follow-up  
☐
- ☐ ☐ Establishing and/or maintaining procedures to measure client satisfaction ☐
- ☐ ☐ Recognizing pro bono civil legal service by lawyers ☐
- ☐ ☐ Providing community outreach, legal education services or programs ☐
- ☐ ☐ Other Talk to a Lawyer ☐ +  
(in collaboration with the Evansville Bar Association, Indiana Legal Services & Legal Aid Society)
- ☐ ☐ Other Pro Se Assistance Programs ☐

## 2004 PRO BONO DISTRICT ACTIVITIES, continued

1. List the joint efforts, activities or programs in which your district organization will be involved. Please include the name of the other organization(s), a brief description of the activity and a description of the resources provided to the effort by all participating organizations.
  1. Talk to a Lawyer: joint project with the Evansville Bar Association, Indiana State Bar Association, etc. Talk to a Lawyer is a legal information program for the public. Volunteer attorneys staff phones to answer general legal questions, provide information and referrals. Costs are shared by the VLP, the Evansville Bar Association and the Indiana State Bar Association (Martin Luther King Day only). Volunteers include at least one attorney from the Legal Aid Society of Evansville and/or Indiana Legal Services each month.
  2. Pro bono recognition event. Co-sponsored by the Evansville Bar Association.
  3. CLE programs. Support provided by the Evansville Bar Association. CLE presenters include attorneys from the Legal Aid Society of Evansville and Indiana Legal Services. Expenses are covered by the VLP.
  4. Protection Order Project: collaborators will include the following: Albion Fellows Bacon Center, YWCA Domestic Violence Shelter, Vanderburgh County Law Library, Vanderburgh County Clerk of Courts and the Evansville Bar Association.
  5. Community education and outreach activities will include partnering with Evansville Bar Association sections and community services programs. Targeted issue may include housing, debt collection and senior law issues.
  6. Recruitment: The VLP will work with local bar associations to recruit and recognize volunteers.
2. Number of cases in your district awaiting assignment to a Volunteer Pro Bono Attorney as of the date this report is prepared: 107 (as of June 8, 2003)
3. Percentage estimate of the types of cases awaiting assignment:  
90% Family Law; 5% Consumer Law; 5% Housing
4. List the efforts that will be made to recruit new pro bono volunteer lawyers:
  - Free or low cost CLE programs
  - Partnering with bar associations and Evansville Bar Association sections
  - Mass mailing
  - Attorney recognition event
  - Attorney recognition in local media and/or EBA newsletter
  - Direct contact with attorneys
  - Developing creative opportunities for volunteering

## 2004 DISTRICT BUDGET FORM

COST CATEGORY	IOLTA \$	OTHER \$	DONATED	TOTAL	2003 Re-vised & Estimated
<b>A. Personnel Costs</b>					
1. Plan Administrator	46000			46000	44500
2. Lawyers	0			0	0
3. Paralegals	0			0	0
4. Others: Secretary	20800			20800	10400
5. Salary Subtotal	66800			66800	54900
6. Employee Benefits	11204			11204	11225
7. Total Personnel Costs	78004			78004	66125
<b>B. Non Personnel</b>					
1. Occupancy	5568			5568	4656
2. Equip. Rental & Repair	600			600	0
3. Office Supplies	3000			3000	1200
4. Telephone	2500		660	3160	2880
5. Travel	3000			3000	3900
6. Training & Atty Recog.	5000		3600	8600	5000
7. Library	1000			1000	600
8. Malpractice Insurance	2160			2160	1380
9. Dues and Fees	600			600	420
10. Audit	4500			4500	0
11. Contingent Reserve Fund for Operating Expenses (estimated essential expenses for one month = \$5893.00)	15129			15129	15129
12. Marketing and Promotion	5000		960	5960	1000
13. Litigation (Includes Expert Fees)	5500			5500	5500
14. Property Acquisition (laptop computer, portable printer)	4500			4500	0
15. Purchase Payments	0			0	0
16. Contract Serv. To Clients	0			0	0
17. Contract Serv. To Program (Accountant = \$1000)	454		1000	1454	829
18. Other: Other Insurance	1343			1343	919
Postage	2700			2700	2000
19. Total Non Personnel Costs	62554			68774	45413
<b>C. Total Expenditures</b>	140,558		6220	146,778	111,538
1. Total Program Disbursements (2003)					36048
2. Litigation Fund*	5000				5000

\*Reserves in this category are not required to be resubmitted to the IBF if not spent during the allocation calendar year.

<b>ANNUAL TIMETABLE FOR SUBMISSION OF FORMS AND CHECKS:</b>
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January 1:	Checks distributed
July 1:	Annual report, plan and grant application due to IPBC
November:	Notification of awards
December 1:	IBF grant agreement due and revised budget due (as needed)